LOCAL GOVERNMENT SERVICES DIVISION

Assessment Bulletin

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ASSET NEWS

Inside this issue

Contact us:

To comment on this or other issues of ASSET News, please contact Diane Nickle, of the Assessment Services Branch, at (780) 422-8054.

Or send an e-mail to diane.nickle@gov.ab.ca.

- Updated guidelines and manuals now available
- 2005 reporting requirements
- ASSET troubleshooter
  - What can I do to access reports in the ASSET (Assessment Shared Services Environment) system?
  - Is Internet security inhibiting your access to ASSET?

Updated guidelines and manuals now available on Municipal Affairs' website

Updates were approved in November 2004 to the Alberta Assessment Quality Minister's Guidelines and the Reporting and Recording Information for Assessment Audit and Equalized Assessment Manual. It is important that chief administrative officers and assessors be aware of the changes as they prepare to load their 2005 ASSET submissions. The documents include the following amendments:

- The date for declaring annual assessment submissions in the ASSET system has been changed in the Alberta Assessment Quality Minister's Guidelines.

Alberta
MUNICIPAL AFFAIRS

- For 2005, Municipal Affairs must receive the annual declaration by February 28, 2005, rather than January 31.
- The actual use codes in the Recording and Reporting manual have been updated. In 2005, assessors are asked to include information on actual use at all four levels in their ASSET submissions.

  Levels one, two and three of the actual use code provide property and occupancy information. Level four indicates whether a property is typical, if special conditions exist, or if a property has a special purpose.

The following table shows two examples of the four levels of actual use codes.

Level 1	Level 2	Level 3	Level 4
R1 Improved Residential	02 Multi-Residential Unit (Rental)	06 Seniors Housing-Supervised	1 Special Conditions
C1 Improved Commercial	01 Retail	04 Shopping Centre	0 No Conditions

The guidelines and the manual describe in detail the form and manner in which municipalities and assessors are to record assessment information and report it to Municipal Affairs.

We recommend that you download these documents from Municipal Affairs' website at **http://www.municipalaffairs.gov.ab.ca/mahome/as/index.cfm - MinisterGuidelines**.

Key date

February 28:
The date by which municipalities are to complete their annual assessment rolls.

February 28:
The date by which municipalities are to declare their annual assessment data in ASSET.

2005 reporting requirements

To meet the quality standards in the Matters Relating to Assessment and Taxation Regulation, assessors need to ensure that assessments of non-regulated property have a median assessment ratio of between 0.95 and 1.05.

Please remember to load indicator-of-value data into ASSET before loading the annual return submission. This loading sequence will enable the ASSET system to prepare a ratio study that reflects all of the information reported by the assessor. Once the data is loaded, ASSET users can view the annual assessment ratio study report and determine whether further review of the submissions is required.

ASSET troubleshooter

What can I do to access reports in ASSET?

HELP!

If you are having difficulty accessing the ASSET system, please do not hesitate to contact:

Grant Lloyd at (780) 427-3170, or

Sandy Husar at (780) 422-8362.

For other ASSET-related concerns, contact:

John Scott at (780) 422-8415, or

Brian Ferguson at (780) 422-8396.

If a chief administrative officer, a financial officer, or any other user cannot access or view ASSET reports within *milenet*, your municipality's Stakeholder Administrator should be contacted.

The Stakeholder Administrator is responsible for the ongoing administration and monitoring of the *milenet* master agreement for your municipality. Your Stakeholder Administrator is listed in the Support Information section, which can be found under the Administration heading on the *milenet* Main Menu.

If you are the Stakeholder Administrator and you cannot access some applications in *milenet*, you may modify your user privileges by accessing the Modify an Authorized User module, under the Administration heading on the *milenet* Main Menu.

The *milenet* Stakeholder Administrator Guide provides complete instructions on how to:

- Modify the attributes and privileges assigned to an authorized user,
- Modify an existing application of an authorized user, and
- Add a new application to an authorized user.

Is Internet security inhibiting your access to ASSET?

Some municipalities have installed security software and are now having trouble downloading reports from the ASSET system. To address this issue, you may have to adjust the security settings in your Internet Explorer.

To stop blocking file downloads from ASSET, you can add the *milenet* website to your computer's Trusted Sites zone. The Trusted Sites zone contains websites that you trust will not damage your computer or data. In your Internet Explorer, select Tools Menu, Internet Options, Security, then click on Trusted Sites. Once there, enter https://www.milenet.ca into the "Add this website to this zone" box.

Printing Tip!

To address text-wrapping problems when printing ASSET system reports, select the area you wish to adjust and change the font or reduce the font size.

You can also enable file downloads by resetting the Internet Options under the Tools Menu. Select the security tab and click on Custom Level. Once there, you can select "enable" to activate Automatic prompting for file downloads.

By enabling the Automatic prompting for file downloads, a prompt will appear that requires the user to select whether or not to proceed whenever your system is attempting to download files from other websites.

Call us if resetting the Internet Options does not allow you to download ASSET files. If you need assistance, call Grant Lloyd at (780) 427-3170, or Sandy Husar at (780) 422-8362. You can also reach us on our toll-free line by dialing 310-0000, then the number of the staff member you would like to contact.